

DIRECTORATE OF INCOME TAX
(Public Relations, Printing & Publicity)
Central Board of Direct Taxes, New Delhi
6th Floor, Mayur Bhawan, Connaught Circus,
New Delhi-110001

F.No. PR-6(1)/PR, P&P/2017-18/1081

Date: 20.11.2017

OPEN TENDER NOTICE

Sealed quotations are invited from reputed parties for printing of Administrative Handbook (AHB) 2018 and Appointment Diary-cum-Notebook (ADN 2018) of the Income Tax Department as per the data to be provided by the Directorate of Income Tax (PR, P&P), CBDT as per specifications provided. Quotations for the job, comprising of separate technical bid and financial bid, are invited only from reputed parties who are capable of doing the job satisfactorily. The following terms and conditions will be, inter-alia, applicable:-

**TERMS AND CONDITIONS IN THE PRINTING OF ADMINISTRATIVE HAND BOOK, 2018 &
APPOINTMENT DIARY-CUM-NOTEBOOK (ADN 2018)**

1. Specification of Administrative Hand Book (AHB), 2018

- Sheet Size - 9.75 x 6.75" inch
- Pages - 300 / Sheets - 150
- Paper GSM - 80 BILT SS or Similar
(Note: Before printing approval will be given for the paper to be used)
- End Paper - 120 GSM BILT SS Similar
(Note: Before printing approval will be given for the paper to be used)
- Cardboard – 1.5 MM board (Imported)
- Case-wrap - Imported material with leather like surface and base as paper compatible for hard case making machines
- Bound - Hard Case/ Section Sewing
- Cover Colour – Blue/ Any other colour of bidder's choice subject to approval
- Branding – Host Stamp Foiling shall be applied on hard case to print logo and institution name
- Printing – 2+2 colour, except Bar Charts/Pie Charts/Maps/Logo/Planner etc. which will be in four colours.
- Head & Tail Band with book mark ribbon.

2. Manufacturing Process:

In order to ensure precision in quality of final product it is to be ensured that book binding shall be of automated process at large i.e. folding, coalition, section sewing, hard case making, casing-in etc. The bidders will have to self-certify that this process will be used.

- 3. Cover Finish:** Departmental logo of size 1.25(width) X 1.12(Height) in all the copies. Names of officers in the rank of CIT & above (about 1000 copies) will be embossed with gold/silver colour size of at least 5 mm height.

4. **No. of copies:** 12,500

5. **Specification of Appointment Diary (ADN), 2018**

- Sheet Size – 8 x 5” inch
- Pages - 112 / Sheets - 56
- Paper GSM - 80 BILT SS or Similar
(Note: Before printing approval will be given for the paper to be used)
- End Paper - 120 GSM BILT SS Similar
(Note: Before printing approval will be given for the paper to be used)
- Cardboard – 1.5 MM board (Imported)
- Case-wrap - Imported material with leather like surface and base as paper compatible for hard case making machines
- Bound - Hard Case/ Section Sewing
- Cover Colour – Blue/ Any other colour of bidder’s choice subject to approval
- Branding – Host Stamp Foiling shall be applied on hard case to print logo and institution name
- Printing – 2+2 colour, except Bar Charts/Pie Charts/Maps/Logo/Planner etc. which will be in four colours.
- Head & Tail Band with book mark ribbon.

6. **Manufacturing Process:**

In order to ensure precision in quality of final product it is to be ensured that book binding shall be of automated process at large i.e. folding, coalition, section sewing, hard case making, casing-in etc. The bidders will have to self-certify that this process will be used.

7. **Cover Finish:** Departmental logo of size 1.25(width) X 1.12(height) in all the copies. Names of officers in the rank of CIT & above (about 1000 copies) will be embossed with gold/silver colour size of at least 5 mm height.

8. **No. of copies:** 5,500

9. **Specification for envelope:** One combined box for one AHB 2018 & one ADN 2018 together for 5500 copies. Each diary should be packed in plastic cover before packing in cover. The remaining 7000 copies of AHB 2018 shall be individually packed – SBS Board, 300 gsm, 1 colour printing, and thermal lamination.

10. **Packaging:** AHB 2018 & ADN 2018 shall be suitably packed in carton/box containing 25 pieces each.

11. The designing, data compilation and artwork charges of the AHB-2018 & ADN 2018 shall be borne by the agency/party.

(I) Terms & Conditions

(A) Terms & conditions for technical bid:

- (i) The bidder should have a valid PAN and valid GSTN
- (ii) The bidder should have an annual turnover of at least (₹ 1 Crore) in the last three years i.e. F.Y 2014-15, 2015-16 & 2016-17 (please provide proof along with the quotations).
- (iii) The bidder should have been associated in past with similar activities (**please provide specimens for printing Diaries/Administrative Hand Books, etc. along with the quotations**).
- (iv) The details and documents regarding technical bids and the rates quoted in financial bid should be furnished in two separate sealed envelopes and the words "**Technical Bid**" in Annexure 'A' and "**Financial Bid**" in Annexure 'B' should be written clearly on the envelopes. Two envelopes consisting of technical and financial bids should be sealed in another envelope. The envelopes should be super-scribed "Offer for Printing of AHB 2018 & ADN 2018 and addressed to the Asst. Director of Income Tax (PR) of this Directorate. Any bid submitted otherwise is liable to be rejected.
- (v) The bidder has to submit copies of Income Tax Return for the last three Assessment Years i.e., A.Y. 2015-16, 2016-17 & AY 2017-18 along with a copy of audit report u/s 44AB of Income Tax Act, 1961 along with Balance sheet and P&L account.
- (vi) A sample diary of the last years Administrative Hand Book can be seen for reference purpose between 11.00 A.M. to 5.00 P.M. on any working day from 21/11/2017 to 08/12/2017 in PR section of Directorate of Income Tax (PR,P&P), or Room No. 604, on 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi. **A Pre Bid meeting is also fixed on 05/12/2017 at 12.00 noon for queries relating to sample diary. The interested Parties can avail the opportunity.**
- (vii) **The dummy of sample Diary of both AHB 2018 & ADN 2018 has to be submitted strictly as per mentioned specifications along with the bids.**
- (viii) The short listing of the agencies will be made on assessment of the technical bid. The technical bids will be opened first. Thereafter, the samples of those agencies whose technical bids are found valid will be examined by a Screening Committee. Financial Bids of such Agencies shall be opened who qualify the minimum requirements after screening, as detailed herein under. Since this work involves high quality creativity and innovative approach, final selection shall be made on the basis of creative quality, design, cover and inside lay out by giving 70:30 weightage to creative presentation & financial bid respectively. **Concept, innovative ideas design, covers and inside lay out and creativity would be given utmost importance** while evaluating the samples submitted by the agencies. The Screening Committee will evaluate the presentation on the criteria mentioned in Annexure 'C' and only those agencies obtaining more than 70 points with minimum of 50% in each criteria specified will be eligible for the opening of Financial Bid. Financial Bids will be opened only for such short-listed agencies. **Tender of AHB 2018 & ADN 2018 will be awarded to the single lowest bidder selected on the basis of the aforesaid methodology.** The decision of this Directorate with regard to selection of agency will be final and binding and no communication in this regard will be entertained.
- (ix) Affidavit on Stamp Paper of ₹10/- declaring that the agency/bidder has not been blacklisted in the past in any of its previous contracts with Central Govt./State Govt./PSU etc.

(B) **Other Requirements / Conditions:**

- (x) The rate offered shall be valid for a period of three months. The Directorate may, if required, place order for supply of more copies at the same rates within this period.
- (xi) The bidder shall also quote the rates for printing of additional 16 pages per unit of AHB 2018 & additional 4 pages of ADN 2018. If the number of pages actually printed per set is more than pages mentioned in specification, the payment to the party concerned will be proportionately enhanced by per page rates quoted.
- (xii) This Directorate reserves the right to increase or reduce the number of diaries to be printed.
- (xiii) Financial bids of only those bidders who qualify the technical bids will be opened.
- (xiv) After the allotment of job to any vendor, the representatives of the Directorate may visit the premises where the jobs are being carried out or where the job material is lying and may randomly select the samples and can get the same tested at the testing facility of the Department's choice. The process of inspection may be conducted at any time during the course of carrying out of the job at the business premises of the vendor. If it is found that job is not being carried out as per the required specifications/sample and / or if the terms and conditions are not met with, the Directorate has the right to cancel the job assigned and to impose penalty on the vendor. Any deviation from the specifications may attract a penalty of upto 10% of the total contract value. Such penalty may be imposed by the Addl. Director General of Income Tax (PR, P&P), New Delhi. Moreover, in case of default in respect of any of terms and conditions specified for the execution of the job, the payment to the vendor may be withheld.
- (xv) The Directorate will not pay any advance to the vendor. The vendor has to carry out the entire job on his own and the amount will be paid only after the satisfactory completion of the job and submission of the bill.
- (xvi) All information, documents & data coming in the possession of the vendor, as a result of the arrangement, shall at all times remain the property of income tax department. The vendor shall not make or allow any of his employees or agents etc. to make any unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly, except as agreed to by this Directorate. The vendor shall also ensure complete confidentiality of this information and data. **On completion of printing AHB 2018 & ADN 2018, the vendor shall provide the editable soft copy of both positively within 7 days to the Directorate without fail.**
- (xvii) The vendor who is awarded contract will be required to door deliver the AHBs & ADNs from the date of placing the order, to this Directorate at Mayur Bhawan, Connaught Circus, New Delhi – 110001 or P&P Wing, Hans Bhawan, I.P.Estate, New Delhi. Cost of packing, transportation etc. to this Directorate shall be borne by the vendor. It shall be the duty of the vendor to pack the AHBs & ADNs in a cardboard box containing 25 each so that they are door delivered in good condition. The diary should be packed in plastic cover before packing in card board cover.
- (xviii) Conditional tenders will not be entertained and shall be liable to be rejected.
- (xix) Postal tenders will be entertained only if received by the due time and date.

(xx) For the purpose of satisfactory completion of the job, this Directorate reserves the right to impose any further terms and conditions and also to call a party for discussion before awarding the job to it.

(C) Time for execution of the job:

The maximum permissible time for completion of the work of AHB, 2018 & ADN 2018 is 15 days from the date of the receipt of the printable CD by the vendor. Delay in execution of the work within the time allotted will attract penalty @ ₹ 10,000/- per day of default. The part completion of job will attract penalty on pro-rata basis.

(D) Inspection:

The vendor will be responsible to get every lot of the Administrative Hand Book 2018 & ADN 2018 inspected for quality. For this work the Directorate may appoint technical expert. Payment shall be released only after receiving the quality report by the technical experts in respect of the lots supplied by the vendor. Any deviation from the specifications may attract a penalty of upto 10% of the total contract value.

(E) Earnest Money:

The quotations shall be submitted along with earnest money of ₹ 1,00,000/- (refundable/adjustable and non-interest bearing) only in the form of a demand draft payable in favour of ZAO, CBDT, New Delhi. Without the earnest money, the quotations shall not be entertained.

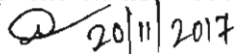
(F) Performance Security:

Within 3 days from the date of the receipt of the award letter, the successful bidder shall furnish performance security to the department which shall be equal to 5% of the value of the contract and shall be in the form of a guarantee bond from a nationalized / scheduled bank. The guarantee bond should be valid for a minimum period of 60 days.

(G) This Directorate reserves the right to accept or reject any or all the offers or cancel the tender inquiries without assigning any reason.

(H) For any legal dispute in the matter, the jurisdiction shall be of court at Delhi / New Delhi.

(I) The envelope containing bids should be dropped by 11 AM on 11.12.2017 in the tender box, kept in room no. 604, Mayur Bhawan, Connaught Circus, New Delhi – 110001. Technical bids shall be opened at 11.30 am on 11.12.2017. The samples of successful bidders qualified in technical bids would be examined/evaluated by the Screening Committee tentatively on 12.12.2017 at 11:00 AM. Financial bids of successful bidder would be opened on 14.12.2017 at 11.00 am. The dates/time for evaluation by the Screening Committee/opening bids of successful bidders are subject to change and shall be communicated separately in case of any change. For any queries in the matter, contact may be made at telephone number 011-23413403/23413317.


(Sankar Chakrabarti)

Asst. Director of Income Tax (PR)

Annexure – A (Technical Bid)

(For Printing and supply of AHB 2018 & ADN 2018)

BIDDER'S PARTICULARS

1. Name of the Bidder _____
2. Full Address of the Bidder _____
3. Name of the Authorised Signatory _____
4. Name & address of the officer to whom _____
All referenc shall be made regarding this tender.
- (a) Telephone _____
- (b) Fax No. _____
- (c) E-mail _____
- (d) Mobile _____

5. Documents showing the turnover of ₹1,00,00,000/- (Rupees One Crore) per annum during the last 3 preceding years i.e. F.Y 2014-15, 2015-16 & 2016-17.
6. Financial Status i.e. evidence of filing of IT Returns along with final accounts for the preceding three assessment years i.e., A.Y. 2015-16, 2016-17 & AY 2017-18.
7. GSTN with evidence:
8. PAN with evidence:
9. Affidavit on stamp paper of ₹ 10 stating that the agency is / has not been black listed by Central Government / State Government / any PSU etc. in any of his previous contract
10. Document showing that Bidder has been associated in past with similar activities. (Pl. Enclose sample of AHB/Telephone Directory/Executive Diary printed previously as well as detail)
11. Sample of AHB as per the specification mentioned in Tender Notice
12. EMD of ₹ one lakh (1,00,000/-) in favour of ZAO, CBDT, New Delhi

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date and seal)

Annexure-B

FINANCIAL BID DOCUMENT

(For Printing and supply of AHB 2018 & ADN 2018)

1. Name of the Bidder:
2. Address (With Tel. No. & Fax No.):
3. Particulars of Bid per unit/AHB (In ₹):
4. Particulars of Bid per page for AHB(In ₹):
Additional 16 pages, if required
5. Particulars of Bid per unit/ADN (In ₹):
4. Particulars of Bid per page for ADN (In ₹):
Additional 4 pages, if required

(The bidding price to be quoted should include all type of taxes/freight/ Transportation/cost of packing etc.)

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date and seal)

Annexure-C

(For Printing and supply of AHB 2018 & ADN 2018)

Criteria for evaluating sample of AHB-2018 & ADN 2018

S.No.	Item	Points
1.	Cover & Inside lay out	30
2.	Design/Creativity	25
3.	Innovation	15
4.	Quality & Finish (Including material)	20
5.	Text	10
Total		100